

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Staff Services Analyst (Salary: \$2817-\$4446)

Tenure/Time Base: Limited Term, Full-time

Location: Veterans Home of California - West Los Angeles
 800 Bringham Road, West Los Angeles, CA 90049
 Temporary (Approx. 2 yrs.) Offices Currently At:
 6150 Van Nuys Blvd., Van Nuys CA 91401

Who Should Apply: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatements. Eligible honorably discharged veterans are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.**

Duties and Responsibilities:

Under direction of the Hospital General Services Administrator II

- Assists with the management of assigned General Service's budget allotments and allocations including authorization of expenditures for the facility. Coordinates the operations of Procurement and General Services with the various service Chiefs and management at the facility. Ensures activities and services conform to all applicable rules, regulations, and policies of the Veterans Home, department and governmental agencies including State and Federal licensing entities.
- Assists with planning, organizing, and directing daily activities involving warehouse, property and equipment management, procurement, warehousing, supply inventory and business services/purchasing. Upholds standards for the purchasing of goods and minor services in accordance with State law, Department of General Services (DGS) requirements and guidelines, the Purchasing Authority Manual (PAM), CDVA delegation authority, and CDVA policies and procedures. Collects purchasing data monthly and compiles purchasing, budget and quality assurance reports. Keeps the Hospital Administrator apprised of relevant issues within the Procurement and Services Department.
- Reviews Certified Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) inclusion in purchase requests. Advocates for SB/DVBE business participation in the purchase process. Provides monthly SB/DVBE report to Administration and CDVA Office of Procurement & Contracting (OPC). Assists in the preparation of Budget Change Proposals (BCP). Upholds standards for complying with purchasing requirements and policies. Reviews and approves purchase requests (Purchase Orders, Form 5's).

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Division
 1227 "O" Street, Room 404
 Sacramento, CA 95814

Attn: Jacquie Ruiz, M80#016G-08/09

Inquiries:

Voice: (916) 653-2535
 TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#016G-08/09 on your application.

Final Filing Date: Until Filled